



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

February 25, 2014

Jackie Montoya  
435 Broderick Dr. NE-Unit A  
Cedar Rapids, Iowa 52402

Dear Jackie,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

This letter is in regards to the February 24, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Reason determined out of compliance:** I found you to be out of compliance with a number of items on the checklist. Compliance issues which immediate attention need include making sure medicines are secured from access by a child and that you have the safety barrier up to the laundry at all times so a child does not have access to the cat's litter box.

**How to correct:** Correct all compliance issues noted in this letter and bring them into compliance no later than April 1, 2014. Please call me by 4:30 p.m. on March 3, 2014 to let me know the safety issues with the medicines and cat's litter box have been corrected and brought into compliance.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

☐ 110.5(1) d- Medicines are inaccessible to children.

**Reason determined out of compliance:** During the spot check I observed a medication bottle (Amoxicillin) on the kitchen counter in an area accessible to a child.

**How to correct:** You must place all medicines, cleaning supplies and other hazardous materials in a place that is secured from access by a child. Place the medicines in an area that is not accessible to a child. Best practice is to lock them up in a cabinet or container.

☐ 110.5(1) c- The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Add some band aids to the kit you have so you have a variety of sizes to use.**

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

**Reason determined out of compliance:** You stated you have not done any fire and tornado drills in 2014.

**How to correct:** You need to practice these drills monthly and document the dates this is done on the form you have for this.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Reason determined out of compliance:** You stated you have not tested your smoke detector batteries in 2014.

**How to correct:** You need to test the smoke detector batteries monthly and document the dates this is done on the form you have for this.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**Reason determined out of compliance:** You did not have records available for me to review.

**How to correct:** Please have your pets examined and have the veterinarian complete the and sign new Pet Health Certificate form I gave you.

☐ 110.5(1) q- All animal waste is immediately removed from the children's areas and properly disposed of.

**Reason determined out of compliance:** I observed the room where the cat litter box is located did not have a safety barrier. As a result the litter box is accessible by a child.

**How to correct:** Have the safety gate in place at all times you have children in your care and clean the litter box daily.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Reason determined out of compliance:** The physical for your husband has expired and he will need a new one. I did not find documentation you or your husband has been immunized for Tetanus/Diphtheria in the past 10 years.

**How to correct:** I gave you the new Provider Health Exam form to have your husband take when he gets his physical done. Please have the physician complete and sign this form verifying he is in good health and does not have any communicable disease or other health conditions that pose a threat to the health, safety and well-being of children.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Reason determined out of compliance: I did not find a current physical in the file of one child in your care.**

**How to correct: Get a copy of a physical for this child dated within the past 12 months.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: April 1, 2014**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/432-1076.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).